

DHR		1. GEORGIA DEPARTMENT OF HUMAN RESOURCES		ARCHIVES AND HISTORY	
Application Date 6/10/86		Division of Administrative Services Office of Personnel Administration 47 Trinity Avenue S.W. Atlanta, Georgia 30334		Application Number 76-239-A	
Application Number 86-4				Date Received JUN 11 1986	
				Date Completed SEP 5 1986	
2. Person to Contact Gary Nagel		Working Title EEO Coordinator		Telephone Number 656-6750	
3. Action Requested					
a. <input type="checkbox"/> Establish Retention Schedule; record will continue to accumulate. Series Title					
b. <input type="checkbox"/> Dispose of present accumulation; no further accumulation anticipated.					
c. <input checked="" type="checkbox"/> Amend Application No. 76-239 Check One: <input checked="" type="checkbox"/> Change; <input type="checkbox"/> Supercard; <input type="checkbox"/> Void					
4. Dates of Series		5. Records Series Title (followed by title used in office, if different)			
Earliest 1980	Latest continuing	Equal Employment Opportunity Commission (EEOC), Office of Fair Employment Practices (OFEP), DHR Equal Employment Opportunity Complaint File.			
6. Division and Office Function What is the function of the Division and the Office in which this record series is created?					
<p>The Administrative Services Division provides the program direction and coordination of the specialized functions which support the Department's internal operations and legal environment through the Offices of Administrative Appeals, Audits, Child Support Recovery, Financial Services, Fraud and Abuse, Personnel Administration, Regulatory Services and Support Services.</p> <p>The Office of Personnel Administration is responsible for implementing, managing and monitoring a fair program of personnel administration for the Department of Human Resources. The Equal Employment Opportunity Program is responsible for insuring equal employment opportunities are provided to all department staff; and to investigate all complaints regarding equal employment opportunity.</p>					
7. Records Series Description This file contains the following documents (include form numbers and titles, if any): Attach samples of the file.					
Documents relating to: Same					
Included are: Same					
The file is arranged: Same					
8. Monthly Reference Rate How often are records referred to which are:					
One to six months old 2 ; Seven to twelve months old 1 ; Thirteen to twenty-four months old 0 ;					
twenty-five months and older 0 ?					
9. Annual Rate of Accumulation or Records					
Letter-size drawers ; Legal-size drawers 3 ; Shelves ; Other (Specify)					

- ☒ c. Is this a vital record?
- ☒ d. Does this series have historical or long term research value?
- ☒ e. When one or two documents in the file make it necessary to keep the entire file for a long period, could these documents be scheduled separately?
- ☒ f. Is the information contained in this series ever published? If yes, attach copy.
- ☒ g. Is the information contained in this series ever analyzed and/or recorded in a summarized report? If yes, attach copy.
- ☒ h. Is there a duplication of this series in your office, or in another office or agency? If yes, where?
- ☒ i. Is this series (or a major portion of it) regularly microfilmed?
- ☒ j. Does the record series result in a computer printout?

11. Retention Requirements

The following requires the series to be kept:

- | | | | |
|--------------------------|--------------|-----------------------------------|----------------|
| a. State Law | _____ years. | d. Audit period | _____ years. |
| b. Statute of limitation | _____ years. | e. Administrative need | 5 _____ years. |
| c. Federal law | _____ years. | f. Federal retention instructions | 2 _____ years. |

Attach copy or excerpt of laws or regulations. Explain administrative need.

- (e) Administratively, these files are needed to document DHR's actions and decision made concerning equal employment opportunity and fair employment practices.
- (f) 29 CFR 1602.30 requires that records be retained 2 years and until final resolution of charge or action.

12. Approved Disposition Instructions

This agency recommends that the file series be cut off at the end of each:

☐ Calendar Year; ☐ Fiscal Year; ☒ Other _____ then,

- ☐ Hold in the current files area _____ month(s) _____ year(s); then
- ☐ Transfer to local holding area; hold _____ year(s); then
- ☐ Transfer to State Records Center; hold _____ year(s); then
- ☐ Destroy
- ☐ Transfer to State Archives for permanent retention.
- ☒ Other (Specify)

Central Office Files:

Upon final disposition of the charge or action, place all papers in the closed file; cut off the closed file at the end of each calendar year; hold in current files area 3 years; transfer to State Records Center; hold 2 years; then destroy.

Institution District and Local Offices: Forward all original material to Central Office.

Hold reference copies in current files area until final resolution of charge or action; then place in closed file; cut off closed file at end of each calendar year; hold in current files area 2 years; then transfer to local holding area; hold 3 years; then destroy.

NOTE: In the event a charge is filed, or an action brought by the U.S. Attorney General, these records must be retained until final disposition of the charge or action.

DHR Office/Division - Director/Designee	Date	DHR Records Management Supervisor	Date
X <i>Barbara B. Deery</i>	6-10-86	<i>Paul J. Murphy</i>	6/10/86
DHR Section/Unit - Chief/Supervisor/Designee	Date	DHR Records Management	Date
X <i>Gary W. Nagel</i>	6/10/86	<i>Paul J. Murphy</i>	6/10/86

STATE RECORDS COMMITTEE

Retention recommendations in paragraph 12 are approved. If not approved, please attach a letter of explanation.	Signature	Date
State Auditor/Designee	<i>W. F. Lutz</i>	8-24-86
Secretary of State/Designee	<i>Edward Uledon</i>	8/21/86
Attorney General/Designee	<i>Paul J. Murphy</i>	9/3/86



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APPLICATION FOR RECORDS RETENTION SCHEDULE

OFFICE OF THE SECRETARY OF STATE
DEPARTMENT OF ARCHIVES AND HISTORY
RECORDS MANAGEMENT DIVISION

INSTRUCTIONS: See Publication No. 76-RM-1 for instructions on completing this form. Forward signed original to Department of Archives and History, Records Management Division, 330 Capitol Avenue, Atlanta, Georgia, 30334. Attention: Scheduling Section.

FOR AGENCY USE		FOR RECORDS MANAGEMENT USE	
Application Date July 6, 1976	1. Agency Address Georgia Department of Human Resources Office of State and Local Affairs Affirmative Action Unit - Room 408-S 47 Trinity Avenue, S. W. Atlanta, Georgia 30334	Application Number 76-239	
Application Number DHR-83		Date Received JUL - 7 1976	Date Completed JUL 16 1976
2. Person to Contact Mrs. Charlotte Knowles		Working Title Stenographer III	Telephone Number 656-5669
3. Action Requested a. <input checked="" type="checkbox"/> Establish Retention Schedule; record will continue to accumulate. b. <input type="checkbox"/> Dispose of present accumulation; no further accumulation anticipated. c. <input type="checkbox"/> Amend Application No. _____ Check One: <input type="checkbox"/> Change; <input type="checkbox"/> Supersede; <input type="checkbox"/> Void			
4. Dates of Series Earliest 1972 Latest to date		5. Records Series Title (followed by title used in office, if different) Title VII Employee Grievance Case Files	
6. Division and Office Function What is the function of the Division and the Office in which this record series is created? The Office of State and Local Coordination has the responsibility for coordinating the activities of the Department with the State Legislature; the Attorney General; the County Commissioners' Association; and the Municipal Association. In addition, this Office is responsible for the coordination of activities relating to rules and regulations that require Board approval of formal hearing; the coordination of the Department's efforts in providing disaster relief; and for working with the Office of Planning and Budget in maintaining a system for tracking legislation that affects the Department. The Affirmative Action and Civil Rights Unit has the responsibility to insure that equal employment opportunities and services are provided to all staff of the Department, and to clients who seek and receive services from the Department; and to establish a program of education oriented toward Title VI and Title VII compliance; and to investigate all complaints called to the attention of the Department regarding equal opportunity.			
7. Record Series Description This file contains the following documents (include form numbers and titles, if any): Attach samples of the file. Documents relating to: investigating employee/applicant grievances concerning employment. Included are: initial statement of complaint; notifications of complaint to respective Division/Office; reports of investigation which show background information, investigatory procedures used, findings, conclusions, and recommendations. File is arranged: by number assigned by Unit.			
8. Daily Reference Rate How often are records referred to which are: One to six months old <u>15</u> ; Seven to twelve months old <u>10</u> ; Thirteen to twenty-four months old <u>5</u> ; twenty-five months and older <u>2-3</u> ?			
9. Annual Rate of Accumulation of Records Letter-size drawers <u>1/4</u> ; Legal-size drawers _____; Shelves _____; Other (specify) _____			

YES	NO	10. Questionnaire (Place an "X" in the proper column)
DHR x		a. Is this the official copy of the series? If not, where is it? State Merit System and State Law Department
x		b. Does the series contain confidential information requiring security handling? If yes, cite law or regulation. Privacy Act of 1974 - Public Law 93-579 (see attached page)
	x	c. Is this a vital record?
	x	d. Does this series have historical or long term research value?
	x	e. When one or two documents in the file make it necessary to keep the entire file for a long period, could these documents be scheduled separately?
	x	f. Is the information contained in this series ever published? If yes, attach copy.
	x	g. Is the information contained in this series ever analyzed and/or recorded in a summarized report? If yes, attach copy.
x		h. Is there a duplication of this series in your office, or in another office or agency? If yes, where? State Merit System and State Law Department
	x	i. Is this series (or a major portion of it) regularly microfilmed?
	x	j. Does the record series result in a computer printout?

11. Retention Requirements The following requires the series to be kept:

a. State Law	_____ years.	d. Audit period	_____ years.
b. Statute of limitation	_____ years.	e. Administrative need	5 _____ years.
c. Federal law	_____ years.	f. Federal retention instructions	_____ years.

Attach copy or excerpt of laws or regulations. Explain administrative need.

12. Approved Disposition Instructions This agency recommends that the file series be cut off at the end of each:

☒ Calendar Year; ☐ Fiscal Year; ☐ Other _____ then,

☐ Hold in the current files area _____ month(s) _____ year(s); then

☐ Transfer to local holding area; hold _____ year(s); then

☐ Transfer to State Records Center; hold _____ year(s); then

☐ Destroy.

☐ Transfer to State Archives for permanent retention.

☒ Other (Specify)

Upon final disposition of the charge or action, place all papers in the closed file; cut off the closed file at the end of each calendar year; hold in current files area 3 years; transfer to State Records Center, hold 2 years; then destroy.

These instructions apply to all prior and future accumulations of the series.

Agency Head/Designee (Signature)	Date	Records Management Officer (Signature)	Date
<i>N. Merle Allen</i>	6/25/76	<i>Elizabeth C. Clark</i>	6/25/76
State Records Committee (Signature)			
Recommendations in paragraph 12 are approved. (If disapproved, attach letter of explanation.)		State Auditor/Designee	Date
		<i>Carroll Hunt</i>	7-13-76
		Attorney General/Designee	Date
		<i>M. A. Shell</i>	7-16-76